

# HSARPA/DOI SBIR Phase I Contract Highlights

Who Are We?

Department of the  
Interior

National Business Center

Southwest Branch



# DOI NBC Points of Contact

**Lisa Mattocks**

Focal Point for SBIR Program

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**Brenda Campbell**

Lead Contract Specialist

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**Lutisha Hill**

Contract Specialist

([Lutisha\\_Hill@nbc.gov](mailto:Lutisha_Hill@nbc.gov))



# Contract Administrators

- Yvonne Edwards  
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- Giulia Gould (Giulia\_A\_Gould@nbc.gov)
- Robert Miller (Robert\_W\_Miller@nbc.gov)
- Phil Montgomery  
(Philip\_P\_Montgomery@nbc.gov)

# Communication

E-mail - Preferred Method of  
Communication

Remember to ALWAYS

Include Contract Number and  
Company Name in Subject Line

# Contract Items to Note

## Section B – Schedule of Supplies/Services

- CLIN 0001
- (Contract Line Item Number)
- SLIN 0001AA
- (Sub-contract Line Item Number)
- Due Date
- Price



# Contract Items to Note

## **E.2 Acceptance**

Acceptance of all deliverables and services will be made by the HSARPA Program Manager

## **G.3 Program Manager**

POC info

# Contract Items to Note

## **G.2 Contract Administration – Government**

Make sure you check your contract for your assigned Contract Administrator

## **G.4 Payment Office**

Payment office is located in Denver

Email: [FTHUaPay\\_NBCDenver@nbc.gov](mailto:FTHUaPay_NBCDenver@nbc.gov)



# Contract Items to Note

## G.5 Invoices

- One (1) original of the invoice should be submitted to the Contract Administrator
- One (1) copy of the invoice should be submitted to the Program Manager (via HSARPA website)

**PLEASE only submit your invoice once**

**Do NOT submit your invoice to the Payment Office**

# Contract Items to Note

## H.4 Monthly Reports

- Your monthly report should be submitted via the HSARPA website
- Please notify the contract administrator (via email) when you have uploaded your monthly report.
- **A report MUST be submitted before an invoice can be certified.**

# Contract Items to Note

## Section I – Clauses Incorporated by Reference

Full Text Found Via Internet Sites:

<http://www.arnet.gov/far>

<http://farsite.hill.af.mil>



# Submitting Invoices

**IAW FAR 52.232-25  
Prompt Payment: A  
proper invoice must  
include the following  
items:**

# Submitting Invoices

- Name and address of Contractor
- Invoice date and invoice number
- Contract number  
(NBCHC06\_ \_ \_ \_)
- Description, quantity, unit of measure, unit price, and extended price of supplied
  - Include CLIN/SLIN (i.e. 0001AA)

# Submitting Invoices

- Shipping and payment terms
- Name and address of Contractor official to whom payment is to be sent
- Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice
- Electronic funds transfer banking information.



# Payment Process

- Submit report
- Submit Invoice
- Invoice is certified
  - Certified by Contract Administrator
- Invoice is forwarded to Payment Office
- Payment is processed

# NEW INFORMATION!!!

- Foreign National working on DHS projects
- Must be Permanent Legal Residents of the United States
- Must have Proof of Residency & Passport
- Need to submit this information to Contract Administrator, who will forward the information to DHS

# Foreign Nationals, cont

- DOI/NBC will forward information to DHS Foreign Disclosure Office at DHS Headquarters.
- Note: Award will go forward pending DHS approval; **HOWEVER** if DHS identifies a problem, the foreign national may be removed from the project OR the contract may be subject to termination OR both



# Prepare of Phase II

- Contract Type
  - Cost Reimbursement Contract vice Fixed Price
- Contract Financing
  - Invoice Monthly – Monthly Payments
  - No Advanced Payments – No Progress Payments
- Proposal
  - Detailed Backup for Estimated Costs
- DCAA Audit
  - Accounting System
  - Indirect Rates

Questions??